

# **SERD Project Director's Conference**

## **CRIS OVERVIEW** **Education Component** Current Research Information System

**September 8, 2006**

**Dr. Irma A. Lawrence**  
**National Program Leader**

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## **Organization**

- United States Department of Agriculture
- CSREES
- Information Systems and Technology  
Management (ISTM)
- Applications Unit - CRIS Team

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## **Mission**

- Document USDA and State agricultural research system partners activities
- Satisfy a variety of reporting requirements
- Provide access to information
- **It now supports reporting requirements of some education grant programs.**

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## **CRIS Content**

- Information on publicly-supported projects
- Over 37,000 projects documented in CRIS
- Project record is dynamic
- Activities from initiation through termination

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## **Who Contributes to CRIS?**

- Land-grants
- Schools of Veterinary Medicine
- State Forestry Schools
- AASCARR
- Hispanic-Serving Institutions
- Other Public Institutions

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## **CRIS Data Forms**

- AD-416 (Research Resume)
- AD-417 (Research Classification)
- AD-421 (Progress Report)
- AD-418/419  
(Financial/Staff Support)

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## How Does Information Get into CRIS?

- Web Forms – CRIS Forms Assistance

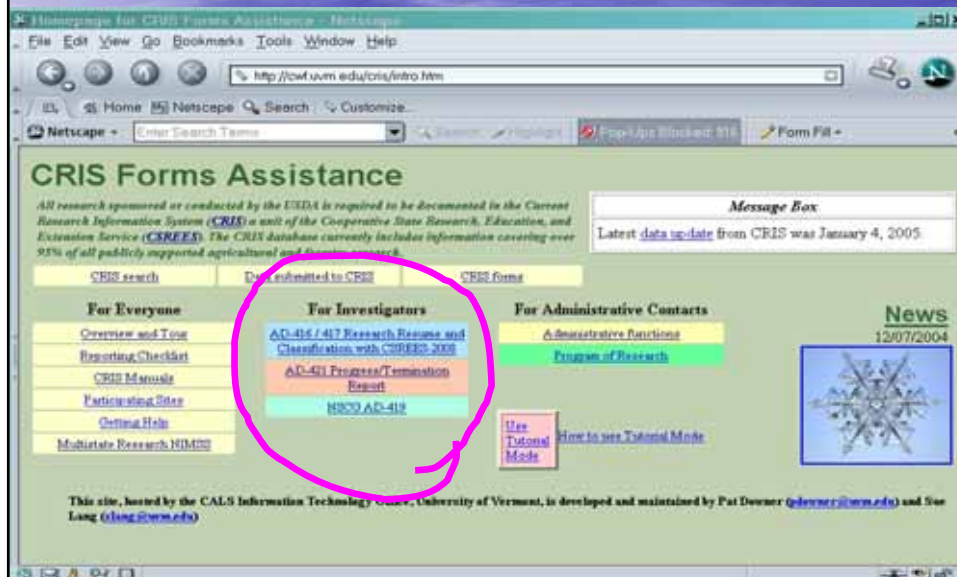
- URL- <http://cwf.uvm.edu/cris>

A link to Web Forms can be found on the CRIS home page

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Web Forms Home Page:

<http://cwf.uvm.edu/cris>

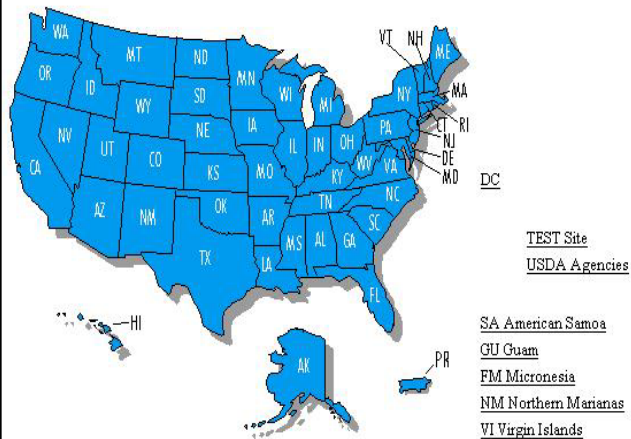




## Web Forms – Select State

Select your state, territory or USDA agency/function for AD-416/417/CSREES-2008 forms:

[Text Only](#)



## Select SERD for Education Grants

File Edit View Go Bookmarks Tools Window Help

http://daisy.uvm.edu/cgi-win/state1.exe?st=AK

AL Home BJ Netscape Search Customize

Netscape Enter Search Terms

Pop-Ups Blocked 316 Form Fill

### Alaska sites for AD-416/417/CSREES-2008 forms

Select the participating site where your information is to be collected:

**Contact**

© ALK - Alaska Agricultural and Forestry Experiment Station [Deb\\_Segal@usda.gov](mailto:Deb_Segal@usda.gov)

*(if you are not affiliated with or instructed to use one of the sites listed above, use the following option (same password as AD-416/417 reporting):*

© NSOG - Non-State Cooperator Grant in Alaska [Sue\\_Lang@usda.gov](mailto:Sue_Lang@usda.gov)  
[Instructions and more about who should use this](#)

*For SERD grants (CSREES Higher Education Program, International Program, Multicultural Alliance), use the following option:*

© SERD - Science and Education Resource Development [Carolyn\\_Deckers@usda.gov](mailto:Carolyn_Deckers@usda.gov)  
[More about who should use this](#)

Enter the password:

Help for this screen

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# Initiate a Project

## Initiate or Edit projects on the SERD AD-416 Work List

[Help for this screen](#)

This option is to be used only for SERD project grantees in Alaska. Use this option to enter the information on the form which you received from the granting office. Enter Investigator last name and project proposal number: [to retrieve a form already in progress](#)

Last Name  Proposal Number

Email address:

Please include your email address so we can contact you in case of a problem with your report.

### About this function

A tutorial mode is available which gives you an expandable frame in which you can view instructions as you work on completing the forms. Tutorial mode must be initiated on the [home page](#).

If you are not using tutorial mode, help links will be displayed in a second browser session, in a minimized, maximized or resizable window, depending on your particular browser.

If you have already saved a form, you can edit it further, as long as you have not submitted it to CRIS. To retrieve it, **you must enter the last name and proposal number exactly as they were entered on the saved form. The correct state must also be selected.**

To initiate a new project form, you must include both last name and proposal number.

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# Select New Form

## Project / Form Selection

[Help for this screen](#)

No AD-416 forms are currently in progress for principal investigator LINN in Alaska with proposal # 2004-04455

If you think there should be, go back and try entering the name again or contact Carolyn Deckers [cdeckers@cris.csrees.usda.gov](mailto:cdeckers@cris.csrees.usda.gov) for assistance.

**Click the Proceed button to initiate a new AD-416:**

☒ New form (for a project not yet in the CRIS system)

(Enter/Edit information for this project)



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## Enter Grant Program Information

Enter / Edit AD-416 Research Resume Information  
for a SERD project in Alaska

[Help for this screen](#)

Enter or modify the following information. Use the underlined links for [Help](#). Click the "Check data" button at the bottom when finished.

4. Grant Program: 09 Alaska/Hawaii Institutions

OMB Approved 0324-0043

Proposal Number: 2004-04455

5. Project Number: ALKE-2004-04455

(up to 15 characters after the ALKE- may be assigned by you or left as the proposal number)

6. Status: A = New Project

7. Title (limit to 140 characters):

USDA Program Access for Remote Students

☐ Integrated Activity (optional) Check this box **only** if this project fits the definition below:

**For SERD Grants:**

Integrated means the grant will have to bring the three components of the agricultural knowledge system (research, education, and Extension) together around a problem area or activity.

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## Address and Performing Department

8. Address (all paperwork will be sent to this address)

Institution Name: Prince William Sound Community College

Street Address

City: Valdez, AK 99686 Zip Code

Use the following department information only if you need to identify additional units within your institution. Enter only the name unless you know the CRIS code for it.

	Code	Department Name
8. <u>Performing Dept.</u>		
9 a. <u>First Cooperating Dept.</u>		
9 b. <u>Second Cooperating Dept.</u>		

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## Primary Need Area—Education Grants

10. **PRIMARY SERD Need Area** (select only one):

01 Faculty preparation & enhancement for teaching

Additional SERD Need Area(s) Addressed by the Grant: (select all that apply)

- ☐ 01 Faculty preparation & enhancement for teaching
- ☐ 02 Instruction delivery systems
- ☐ 03 Curricula design, materials development & library resources
- ☒ 04 Student experiential learning
- ☐ 05 Scientific instrumentation for teaching
- ☐ 06 Student recruitment, retention & educational equality
- ☐ 07 Applied studies in the food & agricultural sciences
- ☐ 08 Applied research support systems
- ☐ 09 Technology delivery systems
- ☐ 10 Increasing faculty teaching competencies
- ☐ 11 Expanding career opportunities
- ☐ 12 Integrating agricultural education into the curriculum
- ☐ 13 Facilitating interaction with other academic institutions
- ☐ 14 Expanding student and workforce diversity
- ☐ 15 Facility construction, maintenance and/or major renovation
- ☐ 16 Other applied research & community development proposals
- ☐ 17 Other

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## Education Grants Institution Information

10a. **Private Institution:**

Yes  
No

10b. **Highest Degree** awarded at the Institution:

N/A  
High School  
2 Year  
4 Year  
4+ Year

11. **Cooperating States:**

Identify any **OTHER STATES** that are participating in the same research project

AK Alaska  
AL Alabama  
AR Arkansas

To select more than one state, press the **Ctrl** key as you click to highlight each additional state.

11b. **Cooperating Countries:** (Full name, one country per line)

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## List Project Director (s)

12. Project Director(s) (Co-Investigator/Co-Directors) Last Name, Initials in separate fields (at least one initial required):

example: **Johnson**

	A	B
1. Linn	D	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

13. Project Contact This may be the Project Director or another individual at the Institution.

Enter the Name: Linn D (Last Name and Initials or enter a full name in the large field with no initials)  
 Phone number: 907-834-1612 Fax number: 907-834-1611 (in the format 555-555-5555)  
 Email address: lndjc@uea.alaska.edu (include the full address)  
 URL of project-specific Web site:

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## Objectives and Approach

21. Objectives (limit to 3200 characters; use complete sentences.)

This project proposes coordinating with village leaders and other institutions to facilitate recruitment trips to remote areas of the state, recruiting students for the USDA funded programs using college created brochures and website in addition to the recruitment trips, increased communication with tribal councils and village leaders to establish criteria, and training for students.

22. Approach (limit to 3200 characters; use complete sentences.)

Components of the program will assist in increased college applications, admissions and graduations. They will be achieved through increased school visitations in the rural areas, and funding for computers.

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## Non-technical Summary Purpose

**23. Non-Technical summary** Include both the situation addressed and the purpose of this project. Be concise (2 or 3 sentences) max 1600 characters. **The 2 sections will be combined into one paragraph when displayed.**

Enter the **SITUATION** or **PROBLEM** the project addresses. Use complete sentences.

achieved through increased school visitations in rural areas. This proposal is to provide increased awareness of and facilitate entry into educational programs which have been developed with previous USDA grants.

EXAMPLES:

A Certain agricultural practices contribute to the problem of phosphorus in water.

B Adults with cerebral palsy are often underweight or obese.

Enter the **PURPOSE** of the project. Use complete sentences.

EXAMPLES:

A This project examines effectiveness of soils and meadow vegetation at reducing phosphorus runoff from cornfields.

B The purpose of this study is to learn more about energy requirements of adults with

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## Key words and Disciplines

**24. Keywords** (one keyword/phrase per line, do not use hyphens to link phrases, limit to 20 lines)

course development  
peer tutoring  
mentoring  
student success

**25. Disciplines:**

Name	%
01 General Food & Agricultural Sciences	100

Select 1 to 5 codes and allocate a percentage of time for each code. The total percent allocated to all the codes must equal 100%. 10% is the minimum percent allowed on a code.

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## Project Classification Check Data

26. CRIS Classification(s):

*This is the classification generally used for all SERD projects. If you wish to provide a different classification, select the "No" option below and use the AD-417 form option on the project selection screen.*

Use This Yes No	Research Problem Area	Subject of Investigation	Field of Science	Percent
<input checked="" type="radio"/> <input type="radio"/>	903 Communication, education, and information delivery	6099 People and communities, general/other	3020 Education	100



**Check data** (data validity check)

The information you entered will be checked for errors. This does **not** save or submit anything, but only checks to be sure the information you entered is acceptable.

If you are unable to proceed beyond this screen for any reason contact [Carolyn Deckers](mailto:cdeckers@cris.csrees.usda.gov) (cdeckers@cris.csrees.usda.gov) before exiting from your browser. There is **NO** reason to lose your work! If you cannot reach Carolyn Deckers, [save your work](#) by copying and pasting the text from the screen to a file, mail message, or any Windows or Mac wordprocessor or text editor such as Notepad.

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## Checking Form AD-416

### Checking AD-416 data

***This is the information you have entered:***

Review the information below carefully. To make changes, you can click your browser's "Back" button to edit the fill-in form information you have entered. Then click the "Check data" button again.

When ready, click the "Save Information" button below.

[Help for this screen](#)

U.S. Department of Agriculture AD-416 Research Work Unit/Project Description -- Research Resume			Date (Month/Day/Year)
U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			
1. Accession	Agency Identification No.	4. Grant Program	5. Work Unit/Project No.
	2. CSREES 3. ALKE	09 Alaska/Hawaii Institutions	ALKE-2004-04455
7. Title			
USDA Program Access for Remote Students			
8. Performing Organization		9. Cooperating Departments within State Performing Institution	
Prince William Sound Community College		a. b.	
Valdez, AK 99686			
10. SERD Need Area(s) 01 Faculty preparation & enhancement for teaching; 04 Student experiential learning			
10a. Private Institution	10b. Highest Degree Awarded at the Institution		
No	4+ Year		

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## Data Input Feedback


25. Discipline(s)

	Percent
01 General Food & Agricultural Sciences	100
Total Percent	100

26. CRIS Classification:

Research Problem Area	Subject of Investigation	Field of Science	Percent
903 Communication, education, and information delivery	6099 People and communities, general/other	3020 Education	100

**No errors detected**

 **Save Information** (Place this information in the SERD Work file.)

When you press this button, your information will be saved in your site's collection file. You **should** see a *Confirmation Screen*. If you do **NOT** see the *Confirmation Screen* after you press the Save Information button above, contact [Carolyn Deckers](mailto:cdeckers@cris.csrees.usda.gov) (cdeckers@cris.csrees.usda.gov) before exiting from this screen. There is **NO** reason to lose your work! If you cannot reach Carolyn Deckers, [save your work](#) by copying and pasting the text from any Web form screen to a file, mail message, or any Windows or Mac wordprocessor or text editor such as Notepad.

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## Print this Form!!

### The SERD-416 Form

investigator: Linn, D  
 proposal #: 2004-04455  
 project #: ALKE-2004-04455  
 title: USDA Program Access for Remote Students

has been submitted to CRIS and is no longer available for editing.

CRIS will retrieve and forward your forms to the appropriate SERD office. If you need to contact someone at CRIS regarding these forms, send email to [Juanita Hammond](mailto:Juanita.Hammond@cris.csrees.usda.gov) (jhammond@cris.csrees.usda.gov).

Thank you for completing these forms on the Web !

**PLEASE NOTE: THIS IS THE ONLY  
 CONFIRMATION SCREEN THAT  
 VERIFIES SUBMISSION OF CRIS  
 FORMS!!!**

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# Confirmation Screen-

Still missing one step

Click on Forms Complete Button to submit forms

## Confirmation Screen

The information shown below has been saved.

Please print this screen for your records.

Do NOT use your browser back button!  
or you may create a duplicate!

[Return](#) to "Project / Form Selection"

[Please use the above Return button in order to make any additional changes now!](#)

Your AD-416/417 forms appear to be complete. Please review carefully.

[Forms complete](#) [Submit forms to CRIS](#)

After you click this button you will no longer be able to access the forms!

[Help for this screen](#)

integ=

U.S. Department of Agriculture		Date (Month/Day/Year)	
AD-416 Research Work Unit/Project Description -- Research Resume		01/06/2005	
U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			
1. Accession	Agency Identifier	4. Grant Program	5. Work Unit/Project No.
	2. CSREES 3. ALKE	Alaska/Hawaii Institutions	ALKE-2004-04455
7. Title			
USDA Program Access for Remote Students			

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# PROGRESS REPORT AD-421

**CRIS Forms Assistance**

All research sponsored or conducted by the USDA is required to be documented in the Current Research Information System (CRIS) a unit of the Cooperative State Research, Education, and Extension Service (CSREES). The CRIS database currently includes information covering over 90% of all publicly supported agricultural and forestry research.

**Message Box**  
Lastest data update from CRIS was March 22, 2005.

[CRIS Search](#) [Data submitted to CRIS](#) [CRIS Forms](#)

**For Everyone**

- [Overview and Tour](#)
- [Research Checklist](#)
- [CRIS Manuals](#)
- [Submitting Data](#)
- [Getting Help](#)
- [Multistate Research HUBS](#)

**For Investigators**

- [AD-416/417 Research Forms and Classification with CSREES 2000](#)
- [CRIS Progress/Transition Report](#)
- [HSD AD-416](#)
- [HSDA AD-416](#)

**For Administrative Contacts**

- [Administrative Functions](#)
- [Progress of Research](#)
- [User Tutorial Mode](#)
- [How to use Tutorial Mode](#)

**News**  
CRIS/CRIS

This site, located by the CALS Information Technology Office, University of Vermont, is developed and maintained by Pat Dwyer ([pdwyer@uvm.edu](mailto:pdwyer@uvm.edu)) and Yue Long ([ylong@uvm.edu](mailto:ylong@uvm.edu))

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## After You Select Your State/Territory

Select Report Form for 2002-38424-12432

AD-421 Progress Report

Click the button above to enter and submit a SERD report to CRIS.

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## Locate your Project

Select a Project for AD-421 Progress / Termination Report

Enter Investigator last name:  Email address:

Enter the Award Number:   
(include hyphens, like: 2002-12345-1234)

Please include your email address so we can contact you in case of a problem with your report.

(Place this project information on a form)

North Dakota sites for AD-421 forms

[Help for this screen](#)

Select the participating site where your information is to be collected:

☐ ND - Agricultural Experiment Sta, N Dakota State Univ

Contact

[Osa Vog \(Osa.Vog@ndsu.nodak.edu\)](mailto:Osa.Vog@ndsu.nodak.edu)

*if you are not affiliated with or instructed to use one of the sites listed above, select the following option:*

☐ NSCG - Non-State Cooperator Grant in North Dakota

[Sur Lang \(slang@ndsu.edu\)](mailto:Sur.Lang@ndsu.nodak.edu)

[Instructions and more about who should use this](#)

*For SERD grants (CSREES Higher Education Program, International Program, Multicultural Alliance), use the following option:*

☐ SERD - Science and Education Resource Development

[Carolyn Deckers \(cdeckers@csrees.usda.gov\)](mailto:Carolyn.Deckers@csrees.usda.gov)

[More about who should use this](#)

Enter the password:

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# Enter Period Covered

U.S. Department of Agriculture AD-421 Progress Report U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			Termination Date (Month, Day, Year) 08/31/2004
1. Accession 0197327	Agency Identification No. a. CSFEES 2. NDE	3. Work Unit/Project No. NDE-2003-04678	10. Project Type SERD Grant 2003-38421-36003
7. Title Rebuilding the Heritage of Agriculture and Natural Resources on the Spirit Lake Dakota Nation			
12. Investigator Name(s) (Last Name and Initials) Lohmeyer, D			

Enter or modify the following information. Use the underlined links for [Help](#). Press the "Check data" button at the bottom when finished.

Select which type of report and verify the dates:

☒ [Progress Report -- 40. Period Covered](#) (mo/day/year)  TO  (like 12/31/2003)

The Termination Date has passed. If this project has terminated, select "Termination report" below. If you are not sure, contact Carolyn Deckers ([cdeckers@cris.csrees.usda.gov](mailto:cdeckers@cris.csrees.usda.gov))

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# Enter Students Supported Faculty Hours Publications

☒ [Termination Report -- 40. Period Covered](#)

Start Date	Term Date
09/01/2003	08/31/2004

If any project information is not correct, contact [Carolyn Deckers](#) at [cdeckers@cris.csrees.usda.gov](mailto:cdeckers@cris.csrees.usda.gov)

[Students Funded:](#)

[Faculty Hours Funded:](#)

41. [Progress/Termination Report](#) (limit to 3200 characters and spaces)

43. [Publications](#) (put a blank line between citations, do NOT number them)

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## Products-Outcomes-Dissemination

*Enter the Products of the project. (Use complete sentences)*

*Enter the Outcomes of the project. (Use complete sentences)*

*Enter the Dissemination Activities of the project. (Use complete sentences)*

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## Future Initiatives and Impacts

*Enter the Future Initiatives of the project. (Use complete sentences)*

*Enter the Impacts of the project. (Use complete sentences)*

(data validity check)

The information you entered will be checked for errors. This does **not** save or submit anything, but only checks to be sure.

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## Confirmation Screen

*Confirmation Screen*

[Help for this screen](#)

You can click your browser "Back" button to edit now, or you can return to the Web forms later, but an AD-421 cannot be submitted to CRIS without at least a report narrative or publications included!

(MID) Approved: 03/24/2005

U.S. Department of Agriculture AD-421 Progress Report U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			
1. Accession 0197327	2. Agency Identification No. CSREES, NDE	3. Web Unit/Project No. NDE 2003-04678 [ Grant # 2003-38421-36903 ]	4. Date 03/24/2005
5. State Progress			
7. Title Rebuilding the Heritage of Agriculture and Natural Resources on the Spirit Lake Dakota Nation			
12. Investigator Name(s) (Last Name and Initials) Lohmer, D.			
10. Termination Date: 08/31/2004		11. Period Covered (quarterly): 10/01/2003 to 09/30/2004	
13. Abstract Placed:		14. Final Report Placed:	
15. Progress Report:			
16. Publications:			

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## Please remember to...

- **SAVE THE REPORT**
- **WHEN ALL REQUIRED INFORMATION IS COMPLETE.....**
- **SUBMIT THE REPORT**

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## **CRIS PROCESS—Six Steps**

### **STEP 1: GRANT AWARDEE**

- Submits AD-416/417 forms to CRIS  
via Web Forms

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### **STEP 2: CRIS DATA UNIT**

- Retrieves project data from Web Forms
  - Loads project data into CRIS database as PENDING\*\*
- \*\*PENDING grant information is not available to the public via the CRIS web site.

### **STEP 3. OFFICE OF EXTRAMURAL PROGRAMS**

- Provides CRIS with data file of grant award

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## **STEP 4: CRIS DATA MANAGEMENT UNIT**

- Processes award information into CRIS  
Agreement No.  
Award Amount  
Grant Year  
Award/Start/Termination Date  
Programmatic & Administrative Contacts)
- Removes PENDING status
- Provides copies of AD-416/417 forms  
to State Partner Grantees

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## **STEP 5: SERD PROGRAM OFFICE**

- Requests annual progress reports
- Requests final technical reports

**Will this change?**

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## **STEP 6: CRIS DATA MANAGEMENT UNIT**

- Updates CRIS database with Final Technical Reports
- Provides e-mail notification of Final Technical Reports processed

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**WHEN SHOULD CRIS AD-416/417  
FORMS BE REQUESTED??????**

**CRIS FORMS ARE REQUIRED FOR  
“NEW” GRANT AWARDS ONLY.**

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## Searching CRIS on the Web

- URL - <http://cris.csrees.usda.gov>
- Select the “Search Menu” option on CRIS home page
- Two search interfaces are available to the public

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## Assisted Search Interface

### Text searching

- Individual data field searching
- Search by classification codes
- Automatic truncation
- Many “Help” screens available

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## Professional Search Interface

Requires more knowledge/experience

- More flexible search options
- Familiarity with data field names
- Allows for editing and saving of search strategy

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## Contact CRIS

### Information/Search Assistance

- Phone: 202-690-0123
- Fax: 202-690-0634
- E-mail: [cris@cris.csrees.usda.gov](mailto:cris@cris.csrees.usda.gov)

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Questions?

- Thank you!

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